



## **Michigan Hall of Justice**

Judicial Information Systems  
925 West Ottawa Street  
P.O. Box 30048  
Lansing, MI 48909  
1-888-339-1547

Trial Court System  
May 30, 2006  
Software Release Announcement

---

---

Contact: Jonie Mitts, Technical Service Representative  
Starr Wieber, Technical Service Representative  
e-mail at [TCSHELPDESK@courts.mi.gov](mailto:TCSHELPDESK@courts.mi.gov)

## **General**

### **Edit Name**

- The edit name screen has been rearranged for easier data entry.

### **Caseload Disposition/Action**

- F4 prompt on the Caseload Disposition/Action (upper right hand corner of the ROA or Caseload Case Age screen) will display the case disposition information for Caseload Part 2, report court, section, line number and long description.

### **Electronic Judgment – EJUD (Criminal History Reporting)**

- On the EJUD screen, if a state identification number exists for a name it will be displayed in the SID field and the Name at Arrest (NAA) field will be blank. Only one of the two fields is allowed for criminal history reporting.

### **Abstracts – New CDL field**

- A new field of CDL License has been added to the Edit Juvenile/Criminal case screen, with options of Yes, No or Unknown.
- Check the case citation or complaint to obtain this CDL information.
- This is not a required field for case entry, however, when creating an abstract, Yes, No or Unknown must be completed at the Edit Name/Case Vehicle screen.
- Juvenile Delinquency and Traffic cases will default to “N”. In the rare instance when a minor may have a CDL change the field to “Y”.
- The new CDL License field should not be confused with CDL Veh field, which is completed with Yes, if a commercial vehicle was driven when the violation occurred.

### **Program/Results**

- A program/result type of Deferral, Contested Matter or Under Advisement may only be deleted by deleting the entire event.

### **Delay in Matters Submitted ~DMS**

- Reports any matters under advisement, pending and disposed, that have aged more than 56 days.
- If jurist field is left blank, the court will receive a report for each jurist that has ever had a case within the court. It is recommended that the report be ran by jurist.
- Future file will be created which will validate the active jurist for a court.
- Reasons for the delay must be completed manually on the form.
- Under Advisement is entered on any event with a program/result of UAD.
- Return from Under Advisement is entered on any event with a program/result of RAD. A screen will appear for the user to select/terminate the matter(s) that have been resolved.
- For more information regarding Delay in Matters Submitted go to <http://courts.michigan.gov/supremecourt/Resources/Administrative/2004-42-10-25-05.pdf>

## **General Forms**

MC 238      Judgment After Bond Forfeiture

## **Financial Changes and Enhancements**

### SCAO Outstanding Receivable Reports

- Summaries are due annually to State Court Administrative Office by July 15<sup>th</sup>
- The first annual reports will only include assessments for 2004, 2005 and 2006

### ARR ~ Summary of Outstanding Receivables by Cash Code and Case Type

- Report summarizes outstanding receivables by the number of days outstanding for the previous seven years for all criminal and civil cases.

### ASY ~ Summary of Assessments by Payment/Adjustment Distribution of Assessments by Payment/Adjustment Year

- Report provides an annual payment and adjustment history for monies assessed by the court in a specified calendar year.
- Adjustments are defined as any reduction in the original assessment such as assessments that are waived, suspended or jail time, community service served in lieu of fines and costs.

### Delinquent Letters/Show Cause Report

- New option to include adjustments CMCS "Credit Memo Community Service" and CMJS "Credit Memo Jail Time"
- When the field is set to Yes, these types of credit memos will be considered as payment and exclude the party from a delinquent letter or falling on the show cause report.

### Restitution Joint/Several

- Edit Monetary screen will display "P" if Primary and "S" if Secondary
- A restitution financial order may be modified with an "A" adjustment to "Y" for joint and several. If payments have been made it may be necessary to void the receipts and re-receipt them once the assessment is changed to joint and several.

### Bills on Demand

- Regardless of an individual's billing status (suppressed or unsuppressed) a single bill can be generated.

## **Circuit**

### **Edit Sentence**

- On the edit sentence screen a new field has been added for probation officer.
- If a probation officer's name exists, it will be displayed in the ROA case header information as the worker for criminal case types.

### **Delayed Sentence**

- Delayed sentence will return to being included in the deferral process
- Enter a program/result of DLS "Delayed Sentence"
- The case will always remain in a Public Status
- Successful completion will require an event of DLS "Dismiss Delay of Sentence" with a disposition of Dismissed, thus changing the charge disposition(s) to dismissed.
- Unsuccessful completion will require an event of DLST "Delay of Sentence Terminated" with the original disposition.
- Modified criminal history reporting (MJUD) should be completed.
- TCS Manual Circuit Court Chapter 3 and Criminal History Report documentation have been updated with this change and are also attached to the release email.

### **20% Late Fee Report ~ LAT**

- 1993 PA 37 – Collection of Penalties-20% late fee may be assessed automatically using this report.
- It is recommended that the court run the report and verify the cases before selecting the option to add the assessment.
- It is recommend that the court select a start date and always use the same start date when running the report.
- A cash code with report group of "L" Late Fee is required.
- Include Adjustments of Credit Memo Jail Time/Credit Memo Community Service, if Yes, these adjustments types will be considered as a payment.
- The criteria for a case to qualify for a late fee is:
  - ♦ the case must be criminal;
  - ♦ the case must be closed;
  - ♦ the closed date must be on or after a requested start date;
  - ♦ no payment has been receipted in the last 56 days;
  - ♦ a late fee must not currently be assessed (only assessed one time).
- For more information on the late fee assessment, please go to <http://courts.michigan.gov/scao/resources/other/latefees.pdf>

### **Delay in Criminal Proceedings ~ CLD**

- Currently follows Part 4 audit of the Circuit Court Caseload
- Reports felony cases in which there has been a delay of more than 154 days
- This report replaces the Speedy Trial Report
- Audit list case number, entitlement, number of days aged, pending/disposed
- Reason codes may be implemented in a future release

## **Juvenile**

### Removal Date

- A removal date will be retained at the Edit Juvenile Screen. This date will be recorded automatically when a Placement Change Notice (PCN) is entered and the custody flag is set at "Y". The removal date will remain for that minor until another PCN event occurs and the custody flag is changed to "N" or the minor is dismissed from court jurisdiction.

### Juvenile Case Initiation

- Case initiation may be initiated from the Work with Juvenile screen, by entering option "I" next to the juvenile's file name/number, thus sequencing the next up case/petition number. This option can only be used if you are entering in current year petitions. (Not available in Ionia)
- Cancellation of a juvenile case during case initiation will not alter the petition one up sequence number.

### Edit Event – Multiple children on NA cases

- Entry of an event for each child on a Neglect/Abuse case will process the events in the order of the child's party number. (e.g.: JUV 1, JUV 2, JUV 3)

### Charge 712A.2

- Charge code will be inactive effective with the release. Please select the correct MCL code that corresponds to the specific abuse/neglect. If you require assistance creating offense codes, please contact TCSHelpdesk.

## **Juvenile Forms**

### Enhanced AFP form generation screen

- "N" is no longer a valid option for selecting forms. (e.g.: JC 59N will now be JC 59, etc.)
- Line numbers allowing additional text comments, will be displayed in a different color at the form generation screen, this indicates that the field/line allows for <F4> prompting for additional lines to be completed.

### New

JC 05b	Order to Take Child(ren) into Protective Custody (CCP)
JC 49	Order of Adjudication (CPP)
JC 63a	Order following Initial Permanency Planning Hrg - Post-Termination
JC 76	Order After Post-Termination Review/Permanency Planning Hearing
MC 238	Judgment After Bond Forfeiture

### Version 2/06

JC 05a	Order to Apprehend and Detain (DL)
JC 11a	Order After Preliminary Hearing (CPP) (combined with JC 11)
JC 14	Order of Disposition (DL)

JC 17	Order of Disposition (CPP) (combined with JC 26)
JC 19	Supplemental Order of Disposition Following Review Hearing (CPP)
JC 57	Supplemental Order of Disposition Following Review Hearing (DL)
JC 59	Order of Adjudication
JC 64	Order Following Permanency Planning Hearing, Pre-Termination

## **Probate**

### **Inventory**

- Inventory calculator and inventory fee assessment amounts will round to the nearest dollar, up and down.

### **Proof of Restricted Account and Verification of Funds on Deposit**

- These reporting requirements are now included for Pre-Notes, Mailers, Delinquent Fiduciary, and Case Review reports.
- The court may need to prime the cases party date records with these events in order to track them properly for reporting. TCS recommends running a Case List report with open/adjudicated cases, service type "R". If events of VFD were entered previous to Feb. 14, 2006 it may also be necessary to run an Event List report with the event of VFD to identify which case events may need to be updated with a 2 to change.
- The case must meet the following criteria for processing:

<b>Case Type</b>	<b>Service Type</b>
CY	"R" Restricted
CA	"R" Restricted

<b>Event Code</b>	<b>Description</b>	<b>Due</b>
PAR	Proof of Restricted Account	Within 14 days of Qualification
VFD	Annual Verification of Funds on Deposit	Annually

### **New Probate Events**

Please use these events when the court has authorized changing the due date for the required filings.

- CRD ~ Change Annual Report Due Date
- CVF ~ Change Annual Verification of Funds Due Date
- ADD ~ Change Annual Account Due Date

## **Probate Forms**

New

PC 609        Order

PC 617        Declaration of Intent to Give Notice by Publication

Version 9/05

PC 564        Proof of Service

PC 570        Bond of Fiduciary

PC 572        Letters of Authority for Personal Representative

PC 631        Order Regarding Appointment of Guardian of Incap. Individual

PC 633        Letters of Guardianship

PC 638a       Order Regarding Appointment of Guardian/Conservator

PC 640        Order Regarding Appointment of Conservator

PC 645        Letters of Conservatorship

PC 653        Order Regarding Appointment of Guardian/Limited Guardian Minor

PC 568        Registers Statement

PC 660        Order Appointing Guardian for Individual with Develop Disability

PCM 214       Initial Order Following Hearing on Petition for Admission